KEYING AND SECURITY

I. GENERAL

The Facilities Maintenance Division has initiated a uniform key control system base on “BEST”™ locking hardware. This has been accomplished to provide security and ease of maintenance with maximum flexibility and accountability in day to day operation of general Borough government buildings.

II. PURPOSE

The purpose of this document is to provide an efficient and functional keying system for building security for the Fairbanks North Star Borough.

III. RESPONSIBILITY

A. The Facilities Maintenance Division, by means of its own locksmith, will ensure that all facilities are compatible with the present “BEST”™ Borough keying and locking system.
B. Upon acceptance of any new facility keying system, the key control and individual building security will be transferred to the building managers, and ultimately become the sole responsibility of the executive director charged with operation of the particular facility.
C. The key control and security of any Borough owned structures not maintained by the Facilities Maintenance Division (i.e. fire stations) shall be the sole responsibility of the facility manager or person in charge.

IV. DEFINITIONS

A. Key Control: Distribution of building keys with signed documentation to anyone requiring access to any facility under a manager’s immediate jurisdiction.
B. Employee Form: Key release form provided by the Borough locksmith for record management of distributed keys. See Attachment 1.
C. Contractor / Other Form: Key release form provided by the Borough locksmith for record management of distributed keys to various contractors and service personnel. See Attachment 2.
D. User Form: Key release form provided by the Borough Locksmith for user groups such as Vendors, Groups or Organizations and Lessors of various facilities. See Attachment 3.

V. IMPLEMENTATION

A. The Borough locksmith will be consulted prior to construction of any new facility to ensure compatibility of proposed locking devices to the Borough “BEST”™ keying system.
B. Each project engineer will initiate a joint meeting with the proposed facility manager, the Facilities Maintenance Division Manager and the Borough locksmith to establish necessary levels of security for each new facility or addition.
C. Prior to occupancy of any new facility, or upon completion of a Borough initiated keying retrofit, the facility manager will transmit a memo to the Facilities Maintenance Division Manager requesting the number of keys required for each level of security.
FAIRBANKS NORTH STAR BOROUGH

10.03

D. Upon occupancy of any new facility or upon completion of a Borough initiated keying retrofit the final keying system will be installed or reviewed for accuracy by the Borough Locksmith.

E. Upon distribution of individual keys, the facility manager shall ensure each individual receiving a key signs a key control form. A legible copy of this form shall be transmitted to the Facilities Maintenance Division locksmith for record management.

F. The Facilities Maintenance Division will provide, upon request, padlocks keyed to building masters as required for optimum security.

G. Facility Managers will be responsible for their own key control and security. Should the facility Manager request rekeying due to key loss or some other security compromise, the Facilities Maintenance Division locksmith will determine to what extent rekeying is required.

H. Any new keys or replacement of broken, bent, or lost keys will be furnished upon request by means of a work order requisition, Procedure # 10.03, Work Order Requisitions. The Facilities Maintenance Division will provide these as a service.

I. A key audit shall be performed by each facility manager on an annual basis. The results of this audit will be transmitted to the Facilities Maintenance Division locksmith for record management. See Attachment 3.

J. The Grandmaster Key is the top-ranking key; it will open every core in the entire system. This key represents the most costly rekeying requirement if one should be lost. Therefore it should be issued on a need rather than a convenience basis for daily access to multiple buildings and for off-hour use. Issuance will be through the Facilities Maintenance Division locksmith, who will hold all permanent records.

The required signatures for issuance of a Grand Master Key will be the Chief of Staff, the Director of the requesting Department, and the Facilities Maintenance Division locksmith. See Attachment 4.

VI. OTHER

A. References – Procedure # 10.03, Work Order Requisitions

B. Attachments

1. Employee Form
2. Contractor/Other Form
3. Annual Facility Key Audit Form
4. Grand Master Form
5. User Form
AUTHORIZATION FOR GRANDMASTER KEY RELEASE FORM

AUTHORIZATION: ____________________________ Department Head ____________________________ Chief of Staff

KEY ISSUED TO: ____________________________ Employee Name ____________________________

DATE: ____________________________ POSITION / TITLE ____________________________

I, the undersigned, hereby acknowledge receipt of the key described below, with the understanding that I shall be held solely responsible for its safekeeping for the full period during which it is in my custody and until it has been returned to the Fairbanks North Star Borough Locksmith.

I, the undersigned, hereby further agree to inform the Fairbanks North Star Borough Locksmith immediately upon loss of any key.

I, the undersigned, hereby further agree that I will neither make, cause or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the key described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for disciplinary action, discharge, or legal action as deemed appropriate.

THE PORTION BELOW IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE FAIRBANKS NORTH STAR BOROUGH LOCKSMITH:

EMPLOYEE NAME: ____________________________ KEY DESCRIPTION: ____________________________

SIGNATURE: ____________________________

WITNESS: ____________________________ DATE ISSUED: ____________________________

Fairbanks North Star Borough Locksmith

DATE KEY RETURNED: ____________________________

KEY RECEIVED BY: ____________________________ Fairbanks North Star Borough Locksmith

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

X: File

X: Approved

X: Received
FAIRBANKS NORTH STAR BOROUGH
CONTRACTOR KEY RELEASE FORM

I, the undersigned, hereby acknowledge receipt of _____________________________ key(s) described below, with the understanding that I shall be held solely responsible for its (their) safekeeping for the full period during which it (they) is (are) in my custody and until it (they) has (have) been returned to _____________________________ Building Number
for the ____________________________ Facility.

Facility Name

I, the undersigned, hereby further agree to inform the above person immediately upon loss of any key(s). I hereby further agree that should said key(s) be lost or otherwise not available for return upon demand, I will pay to the Fairbanks North Star Borough, the sum of $________________________ per key for each key lost or otherwise not available for defrayment of such costs occasioned thereby.

FINAL PAYMENT FOR THIS PROJECT WILL NOT BE MADE UNTIL THE KEY(S) IS (ARE) RETURNED.

I hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the Key(s) described below.

I, the undersigned, hereby further agree that any wilful violation or infract on any provision hereof shall be considered full and sufficient cause for cancellation or discharge of any and all contracts or agreements between the Fairbanks North Star Borough and ____________________________
Company Name
without liability to the Fairbanks North Star Borough, and without prior notice to the undersigned.

Please Print or Type information requested below as appropriate.

PROJECT:

FIRM NAME:

ADDRESS:

SIGNED BY ___________________________ SIGNATURE: ___________________________

TITLE: ___________________________

KEY DESCRIPTION ___________________________

DATE RETURNED: ___________________________ RECEIVED BY: ___________________________

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

Xc: File

[Signature]

[Date]
FAIRBANKS NORTH STAR BOROUGH
EMPLOYEE KEY RELEASE FORM

I, the undersigned, hereby acknowledge receipt of the key described below, with the understanding that I shall be held solely responsible for its safekeeping for the full period during which it is in my custody, and until it has been returned to the Facility Manager or issuing authority.

I, the undersigned, hereby further agree to inform the Fairbanks North Star Borough Facility Manager and the Fairbanks North Star Borough Locksmith immediately upon loss of any key.

I, the undersigned, hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the key described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for disciplinary action, discharge, or legal action as deemed appropriate, without liability to the Fairbanks North Star Borough.

THE PORTION BELOW IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE FAIRBANKS NORTH STAR BOROUGH FACILITY MANAGER (OR OTHER AUTHORIZED ISSUING AUTHORITY) FOR WHICH THE KEY IS ISSUED.

EMPLOYEE NAME: ____________________________

DEPARTMENT / DIVISION: _______________________

FACILITY ADDRESS: ____________________________

KEY DESCRIPTION: ____________________________

SIGNATURE: _________________________________

WITNESS: __________________ DATE ISSUED: __________________

DATE KEY RETURNED: __________________

KEY RECEIVED BY: ____________________________

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

X: File
   Facilities Maintenance

Kept by: ________
The purpose of this physical inventory is to ensure accountability of all keys issued and to identify any lost, broken, or otherwise misplaced keys in any one facility. There should be a Key Release Form signed for all issued keys. Forms are available from the FNSE Public Works, Maintenance Division Locksmith. Use attached continuation form as necessary.

<table>
<thead>
<tr>
<th>Key Series</th>
<th>Key</th>
<th>Physically Verified</th>
<th>Person Key Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>4X</td>
<td>1</td>
<td>1</td>
<td>John Doe (Example)</td>
</tr>
</tbody>
</table>
FAIRBANKS NORTH STAR BOROUGH
VENDOR, USER GROUP, OR LEASEE
KEY RELEASE FORM

I, the undersigned, hereby acknowledge receipt of ____________________________ key(s) described below, with the understanding that I shall be held solely responsible for its (their) safekeeping for the full period during which it (they) are in my custody and until it (they) have been returned to the Fairbanks North Star Borough ____________________________ Department for the ____________________________ Facility: ____________________________ Facility.

I, the undersigned, hereby further agree to inform the Fairbanks North Star Borough ____________________________ Department immediately upon loss of any key(s).

I hereby further agree that should said key(s) be lost or otherwise not available for return upon demand, I will pay to the Fairbanks North Star Borough, the sum of $ ____________ per key for each key lost or otherwise not available for determination of such costs occasioned thereby.

I hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the key(s) described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for cancellation or discharge of any and all contracts or agreements between the Fairbanks North Star Borough and ____________________________ without liability to the Fairbanks North Star Borough, and without prior notice to the undersigned.

Please Type or Print Legibly.

THE PORTION BELOW IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE FAIRBANKS NORTH STAR BOROUGH FACILITY MANAGER (OR OTHER AUTHORIZED ISSUING AUTHORITY) FOR WHICH THE KEY IS ISSUED.

KEY DESCRIPTION: ________________________________________________________

NAME: ____________________________ PHONE: ____________________________

ADDRESS: ____________________________

GROUP OR ORGANIZATION: ____________________________ PHONE: ____________________________

TITLE OR OFFICE: ____________________________ IDENTIFICATION: ____________

(Include number and type - i.e., A.D.T.)

SIGNATURE: ____________________________ DATE: ____________________________

WITNESS: ____________________________ DATE: ____________________________

___________________________________________________________________________

KEY(S) RETURNED: ____________________________

DATE KEY(S) RETURNED: ____________________________

KEY(S) RECEIVED BY: ____________________________ [Sealing Authority]

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

X: File

Facilities Maintenance

[Signature]